
Support Guide for CSIS Production LEAs

**California Department of Education
CDE-CSIS Data Integration Program**

November 15, 2002

Version 1.2

Revision History

Name	Date	Reason For Changes	Version
Steve Smith	2002.15.06	Added location of the pre-certification website in Section 11.1 – CDE Pre Certification Web Site.	1.2
Steve Smith	2002.11.06	Corrections to e-mail addresses in section 1.4 and 4.3. Correction to the expected schools web address in section 4.3.	1.1
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Robert Nacario	2002.02.21	Incorporated edits from Lynne Baugher and reformatted TOC	0.03
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Robert Nacario	2002.01.25	Initial document draft.	0.01

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1. Introduction: Explanation of Production LEA Status

The *Support Guide for CSIS Production LEAs* is intended to provide general guidelines for Local Education Agencies state reporting via CSIS. The California Department of Education (CDE), California School Information Services (CSIS) and the district CSIS coordinator all have roles and responsibilities in the process of submitting LEA production data through CSIS. These roles and responsibilities are outlined in section 8.4 of this document.

1.1 Purpose

This guide will address CDE's receipt and use of data for LEAs that have passed comparability, and have been certified to submit data solely through the California School Information Services. Those LEAs that have passed the comparability process are referred to as *CSIS Production LEAs*.

Note: this draft guide currently intends to address the production process for the Fall submission of CBEDS data. References to the CBEDS and Language Census data collections are included to provide context to the process. In the future, this production guide will be generic, providing information to production LEAs in all four submission cycles (Fall, Winter, Spring, and Year End), and across many data collections. Additionally, future policy considerations will be included in the guide as well.

1.2 Intended Audience

The intended audiences for this document are:

1. The CSIS Production LEA staff responsible for extracting data from the local Student Information System (SIS) for any of the data collections transitioned from the California Department of Education (CDE) reporting system to the State Reporting Records and Transfer System (SRRTS).
2. The California Department of Education (CDE) staff responsible for transitioning the CDE reporting system to SRRTS.
3. The CDE staff responsible for the data collection(s).
4. The CSIS Program Office staff responsible for aggregating the data files.

1.3 Related References and Reading Suggestions

Readers may want to familiarize themselves with a number of previously published documents including the CSIS Program Charter and SRRTS Project Charter. The reader may also wish to be familiar with the CSIS Data Dictionary, Code Tables and Transmission File Formats. All of the documents are on the CSIS web site, in the document library at <http://www.csis.k12.ca.us/library/>.

1.4 Contact Information

Communication is vitally important in a statewide information technology implementation such as CSIS. Therefore, in an effort to facilitate good lines of communication between the LEAs, CSIS and the CDE, we are identifying the people in the program that you will most likely need to contact in case of questions.

CSIS Contacts

Name	Title	Responsibilities	Phone Number	E-mail
Martha Friedrich	Director, Client Services	Support the LEAs regarding data population, connectivity, Datagate setup, data submission requirements.	(916) 325-0887	mfriedrich@csis.k12.ca.us
Support Desk		Respond to phone calls and emails. Assist LEA with any CSIS problem or concern.	(916) 325-0860	support@csis.k12.ca.us
Bernadette McGinnis	Director, LEA Projects	Oversee and manage CSIS consortia projects, as well as strategic planning for the overall CSIS program.	(916) 325-0887	bernadette@csis.k12.ca.us

CDE Contacts

Name	Title	Responsibilities	Phone Number	E-mail
Annette Liccardo	Assistant Consultant	Work with the LEAs on comparability issues, aggregation rules, validation rules.	(916) 319-0327	Aliccard@cde.ca.gov
Steve Smith	Consultant	Work with the LEAs on comparability issues, aggregation rules, validation rules.	(916) 324-9939	Stsmith@cde.ca.gov

CSIS Fiscal Agents by Vendor

	<u>Vendor</u>	<u>Consortium</u>	<u>Fiscal Agent</u>	<u>email</u>
1	NCS/SASIXp	ESUHSD	Andrea Bennett	bennetta@esuhsd.org
2	Chancery	LACOE	Danny Villanueva	Villanueva_danny@laoe.edu
3	QSS	NUSD	Jan Langtry	jlangtry@nUSD.marin.k12.ca.us
4	SBCUSD	SBCUSD	Dilip Patel	dilip.patel@sbcusd.k12.ca.us
5	SDCOE	SDCOE	Laurie Reck	lreck@sdcoe.k12.ca.us
6	Schoolwise	KUSD	Laurie Altic	laurieal@konoctiusd.lake.k12.ca.us
7	C-Innovations	RCOE	Mike Wibben	mwibben@rcoe.12.ca.us
8	DMG/Maximus	SVUSD	Lowell Schultze	lschultz@simi.k12.ca.us
9	Eagle	CUSD	Chuck Berridge	cberridge@capousd.k12.ca.us
10	Digitronics	BCSD	Dana Hunt	hunt@bcSD.k12.ca.us
11	Sungard/Pentamation	BCOE	Randy Jones	rjones@bcoe.org
12	Apple/Powerschool	GUSD	Warren Williams	wwilliam@guhSD.net

2. CDE Data Collections

2.1 Identification of CDE CSIS Data Collections

The method used to identify CDE data collections via CSIS began with identifying all *program-related* CDE data collections that included K-12 student/school/staff information. Fiscal and administrative data collections were excluded from consideration. Approximately 50 data collections emerged from this initial assessment. CDE created a survey and asked each consortia fiscal agent to use the survey to gather input from consortia members and report feedback to CDE. The survey focused on local impact of data collection requirements and activities and comparative value of transitioning the data collections to CSIS. In addition to survey results, CDE considered the number of schools and/or LEAs impacted by each data collection, the context and breadth of the collection, and “readiness” of the program offices for transition. Two primary reasons for eliminating a program-related data collection from consideration were

limited scope (e.g., the data is only collected for a limited subset of the LEAs) and collections of non-K12 data (e.g., child development programs). Based on these additional criteria and important input from the key stakeholders, the list of suitable data collections was reduced to 40.

In order for CSIS to achieve its objectives, LEA data must be gathered and managed for presentation to CDE and other state agencies. In this regard, the CSIS organization works in partnership with local education agencies (LEAs) for transfer of locally gathered student, school and staff information. CSIS recognizes that many LEAs have long established methods and systems of gathering and managing this data, and that there is great variety between LEAs as to how this is accomplished. Additionally, CSIS is sensitive to the legislative and social concerns with regards to personal privacy and confidentiality. With this in mind, the goal has been to make SRRTS a system that is secure yet easy to access. Because the CSIS SRRTS is neither hardware, software nor vendor specific, it can be easily maintained and used with minimal impact to the LEA operations.

CSIS began collecting Fall 2000 data from a select number of LEAs for submission to the CDE in early 2001. This Fall 2000 data collection included the first three of the following four CDE data collections scheduled to be transitioned to collection through CSIS:

1. County District Information Form (CDIF)
2. School Information Form (SIF)
3. Professional Assignment Information Form (PAIF)
4. Language Census Form (R-30-LC)

CSIS places the various state reports into submission periods rather than report name. Fall Submission currently contains the CBEDS state reports, CDIF, SIF and PAIF and Spring Submission contains Language Census state report.

Note: As of June of 2002 CDE has put on hold any future data collection transitions pending an internal data management study. The three CBEDS reports and the Language Census report remain the only data collections currently in transition.

3. CDE Authority Related to the State Reporting

3.1 State Reporting Authority

Education Code authorizes the CDE to collect data for state reporting.

CBEDS data is collected in order to gather statewide ed-demographics information relating to education and make available to the legislature and all other public agencies. CDE uses CBEDS data to produce state and federal reports required in whole or part by Education Code § 10600-10610, 41405, 52616, 54141, and 58511; by Government Code sections 13073 and 13073.5; by

California Code of Regulations, Title 5, Section 97; by Public Laws 94-142, 94-482, and 95-40; and Titles VI and IX of the Civil Rights Act of 1964, as amended.

The CDE conducts an annual Language Census, R-30 according to the authority provided by Education Code Sections 52164 and 52164.1; California Code of Regulations Section 4304; and by Sections 3111(4)(B) and 3114(a) of Title III of the No Child Left Behind Act of 2001 (20 U.S.C.6801 et seq.).

3.2 CDE Responsibility and Commitment for State Reporting

Education code also authorizes CDE to contract with other agencies to perform any of the functions set forth by the collection mandates. The CDE allows LEAs to use CSIS to perform this function.

4. Schools Required to Report through CSIS

4.1 Identifying Schools for State Reporting

Over 200 new public schools open every year. Submission of data for a school requires use of a valid 14-digit county-district-school (CDS) code. CDS codes are assigned by CDE and it is very important that an LEA request a code as soon as the LEA knows that a new school will open.

The Fall CSIS data submission is currently used to provide California Basic Educational Data System (CBEDS) data to the California Department of Education (CDE). The CDE collects the Language Censuses data in the Spring submission cycle. These submissions include both production data from those local education agencies (LEAs) that have been certified for submission through CSIS and comparability data from those LEAs that are participating in parallel submission in order to be certified comparable. CDE will be notified by the CSIS office prior to the submission cycle of the participating LEAs and the status they hold (e.g. Production or Parallel).

CDE will maintain a web page for the CSIS participants to check on “Expected Schools” for each LEA. CDE is to be notified by the LEA if any school information is incorrect. CDE will provide CSIS with a file of “Expected Schools”. CSIS will also generate a list of missing schools based on the list of expected schools each time the LEA submits a transaction.

4.2 Which Schools Submit Data

The list of “Expected Schools” will vary pending a particular state report. For example Language Census report has a different list of “expected Schools” than CBEDS reports.

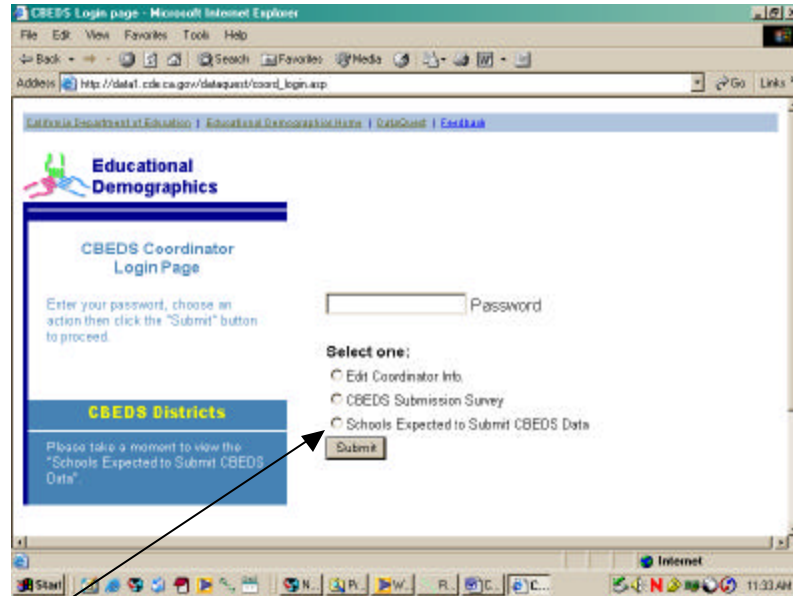
For CBEDS state reporting, it is very important that the data represent all schools from which CBEDS data is expected, regardless of whether the LEA is certified or is participating in comparability. Please refer to the CSIS Data Submission Requirements document for the scope or the CBEDS Administration Manual.

4.3 Maintaining the “Expected Schools” List on the CDE web site

Both the CDE and CSIS organizations use the list of expected schools for data processing. If our list does not match the schools that you are sending, then your data will be incomplete and there will be a delay in moving your data into the CDE production environment for state reporting use. Therefore, it is imperative that each LEA CSIS representative check the list of expected schools for your district, and verify that we have the correct information. If we have a school listed incorrectly (e.g., a pending school that has since been opened), please follow the steps below to update the list.

We recommend the LEA reconcile the expected school list on the CDE web site well before the submission process begins. CDE’s Educational Demographics Office makes available an LEA expected school look up page on the web site. This web page will allow you to identify the schools in your district that are expected to submit data via CSIS.

To see a list of your district’s schools that are expected to submit CBEDS data, select the “Schools Expected to Submit CBEDS Data” radio button, enter your password, and select the “submit” button. The web page is located at http://data1.cde.ca.gov/dataquest/coord_login.asp. Passwords can be obtained by calling (916) 327-0219.



If an LEA has not requested a CDS code for a new school or has not contacted the CDS office about the change of status of a school (such as a closure), the Internet file referenced above will not be accurate. In this case the LEA should contact the Department of Education CDS office immediately to arrange for updates to the file. There are four methods for updating the CDS file:

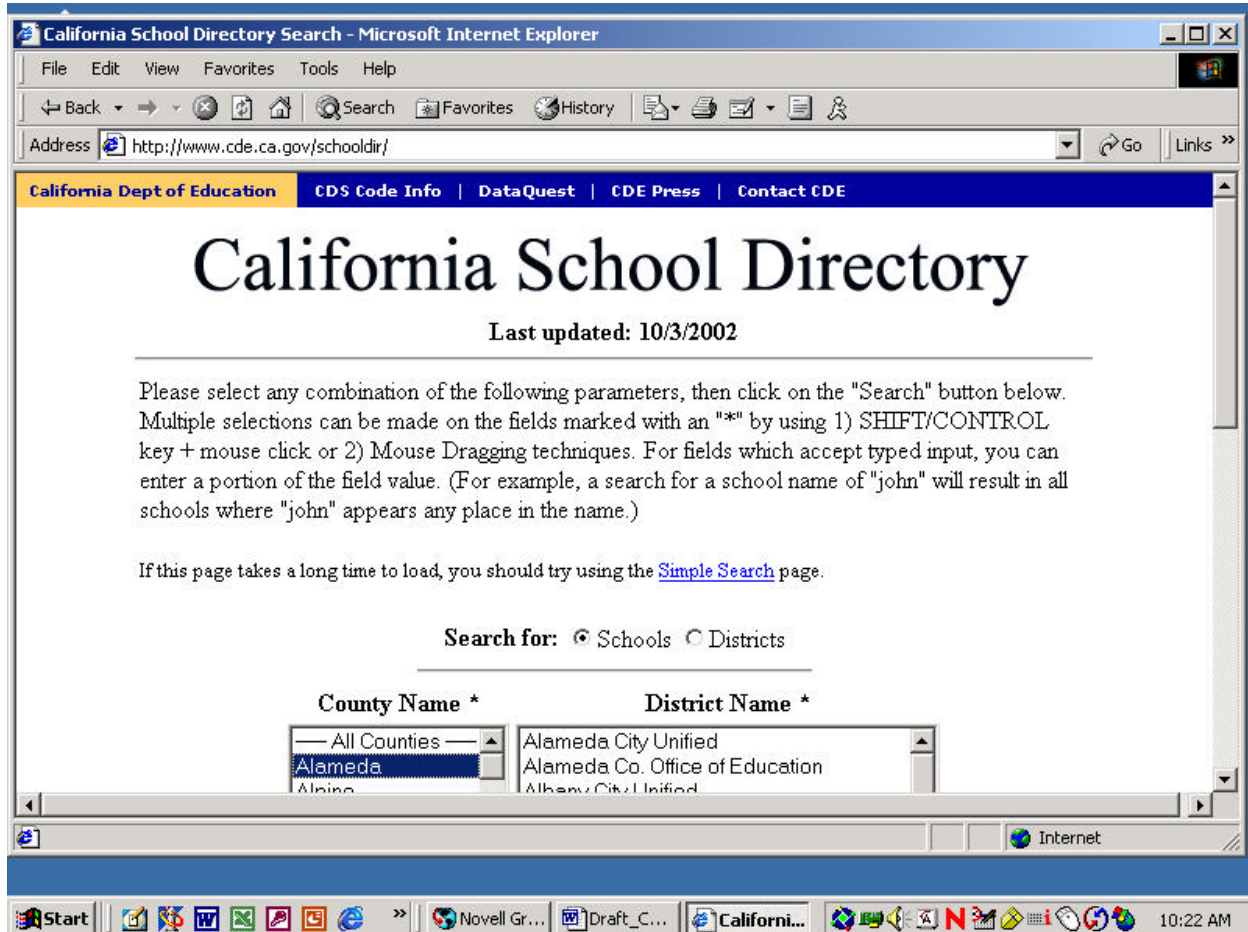
Website: <http://www.cde.ca.gov/schooldir/>

Fax: (916) 322-3257

E-mail: rlarsen@cde.ca.gov

Letter: California Department of Education
CDS Update
1430 N Street, Suite 3712
Sacramento, CA 94244

Sample screen shot of CDE website where you update district information.



Sample screen shot of a district's information.

California School Directory Search Results - Microsoft Internet Explorer

Address: <http://www.cde.ca.gov/schooldir/results.asp?Nocache=10%2F3%2F2002+10%3A24%3A07+AM>

California Dept of Education | CDS Code Info | DataQuest | CDE Press | Contact CDE

California School Directory

Last updated: 10/3/2002

[New Search](#)

1 - 18 of 28 schools (click on the County Name, District Name, or School heading links to re-sort the results)

CDS Code	County Name	District Name	Select School name below for details	Zip Code
01611190130120	Alameda	Alameda City Unified	Alameda Adult	94501-4450
01611196967434	Alameda	Alameda City Unified	ALAMEDA CHRISTIAN	94501
01611190130229	Alameda	Alameda City Unified	Alameda High	94501-4406
01611196110779	Alameda	Alameda City Unified	Bay Farm Elementary	94502-7451
01611197094865	Alameda	Alameda City Unified	CHILDREN'S LEARNING CENTER	94501
01611196979140	Alameda	Alameda City Unified	CHILDREN'S LEARNING CENTER	94501

Page 8 Sec 4 9/19 At Ln Col REC TRK EXT OVR English (U.S.)

Start Novell Gr... Draft_C... Californi...

10:23 AM

Sample screen shot of the CDE form to update your district information.

The screenshot shows a web browser window titled "California School Directory Email - Microsoft Internet Explorer". The address bar shows "Draft_CDE Pro". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains Back, Forward, Home, Search, Favorites, History, and other standard browser icons. The page header features a blue navigation bar with links: California Dept of Education, CDS Code Info, DataQuest, CDE Press, and Contact CDE. The main heading is "California School Directory Email Update". Below the heading, a message states: "Please fill out the form below, then click on the **Submit Update** button at the bottom of the page." The form consists of several input fields: "Your Name:" (text box), "Your Email Address:" (text box), "CDS Code (14 digits):" (text box), "County:" (text box), "District:" (text box), "School:" (text box), and "Describe Updated Information:" (text area). The bottom of the browser window shows the Windows taskbar with the Start button, several open applications (Nov..., Draf..., Calif..., Calif...), and the system clock displaying 10:27 AM.

California School Directory
Email Update

Please fill out the form below, then click on the **Submit Update** button at the bottom of the page.

Your Name:

Your Email Address:

CDS Code (14 digits):

County:

District:

School:

Describe Updated Information:

4.4 Charter Schools

Participating charter schools submit data through the LEA that granted the charter. This is important because any future aggregation of data by CDE or other clients using the data files will include charter school data in the LEA totals. A LEA's total enrollment, graduate and dropout data, teacher counts and credentialing data, course enrollment data, and any other submitted data will include data from any charter school that carries that LEA's code¹. By submitting this data through the LEA, the LEA has an opportunity to review the data and prevent any misrepresentation, particularly in terms of enrollment, which is used in at least a dozen funding formulas.

4.5 Non-Participating Charter Schools

In recognition of the unique nature of charter schools, CSIS and CDE have provided an option for a charter school in a CSIS LEA to forego participation in CSIS, based on a joint decision between the LEA and the charter school. This option is not available for any other type of school. An LEA with one or more non-participating charter schools must make specific agreements with CSIS and CDE about the identification of these schools prior to data submission. For any non-participating charter school, the LEA must continue to submit that school's data through CBEDS, even if the LEA is certified for CSIS submission only. CDE will maintain contact with that LEA for the CBEDS data cycle, in order to receive data for the non-participating charter school.

If a CSIS LEA has a new charter school that does not wish to participate in CSIS, or a continuing charter schools that wishes to discontinue CSIS participation, the LEA should notify CDE in a letter or memorandum to CDE with a copy to CSIS. The letter should identify the charter school(s) by name and CDS code and should state that the school's data will be reported through CBEDS. The letter should be addressed to:

CDE-CSIS Administrator
Data Management Office
California Department of Education
P.O. Box 944272
Sacramento, CA 94244-2720

A copy should also be sent to the CSIS Office:

California School Information Services
770 L Street, Suite 1180
Sacramento, CA 95814

If a CSIS LEA has a non-participating charter school and there is a decision to report that school's data through CSIS, the LEA should also send a letter or memorandum, to that effect, to

¹ When a charter school applies for a CDS code, the district portion of the assigned code will be the LEA that granted the charter.

the above address and with a copy to CSIS. If there are no other non-participating charter schools in that LEA, CDE will discontinue CBEDS communication with that LEA.

5. LEA Certification Policy for State Reporting through CSIS

5.1 CDE Submission Certification Policy

Each of the transitioned data collections represents either point-of-time data or summary data across time at a particular point in the school year. Therefore these data are static not dynamic. After the data have been received from each LEA through CSIS and the “Editing and Validation” steps have been completed, the data will be “Certified.” Certification indicates the data have been edited, reviewed, corrected, and validated by the original data provider.

Once CDE Certification takes place the data are made available to the public, the media, and other agencies. The primary method of making the data available is through the Internet, although some printed summary information is available. Once the data are “CDE Certified” and made available on the Internet, the summary reports and original data files are not changed (except as noted below). Some times LEAs become aware of corrections that they should have made before the data were certified. Although the files and reports are not changed after certification, there is a process for capturing corrections to the data after certification. This process is described below.

5.2 Comparability Agreement

CSIS Production LEAs were certified under conditions outlined by the LEA’s Comparability Agreement. Each comparability agreement was based on conditions individual LEAs proposed to accommodate certain discrepancies in their CSIS parallel data submissions. Comparability reports, and accommodation proposals served to document the iterative steps of the comparability process.

6. Data Correction Policy

Each year CDE sets a final cutoff date for receipt of data modifications. After this date the statewide certified files are created and state reporting begins. All data submissions and modifications from Production LEAs must come through CSIS prior to the final cutoff date. Procedures for modifying CSIS data are established between CSIS and the Production LEAs, and CDE will not change CSIS data based on separate, direct communications from Production LEAs.

6.1 Correction Process Before LEA Certification

If the aggregated results are not accurate for the LEA, the LEA must correct the data and send the transaction through CSIS to generate new aggregates. The LEA must “Certify” the transaction in order for CSIS to submit the new information to CDE.

6.2 Process when LEA Corrects Data After Certification

If an LEA discovers errors after certification and notifies CDE (see section 3.8) a reference to the correction will be posted on the Educational Demographics web site under the title “Certification and Corrections of Data”. The certified files will not be modified in this case, but copies of the LEA notification will be made available to the public on request.

In accordance with the California Department of Education Certification Policy for the California Basic Educational Data System (CBEDS), *Any Local Education Agency that discovers an error after a data file is certified is invited to submit corrections.*

The following steps may be taken by production LEAs that discovers errors in the data submitted to CSIS after that data has been certified by the CDE.

To submit a correction:

1. Prepare a letter or memo on district letterhead.
2. The letter/memo should either identify the specific error(s), or describe the nature of the error(s). The letter/memo should also clearly identify the correct data.
3. Additional detail about the error(s) may be attached if appropriate.
4. Mail the letter/memo to:

Educational Demographics Office
Attn: Data Correction
California Department of Education
P.O. Box 944272
Sacramento, CA 94244-2720

Except under unique circumstances, it is not CDE’s policy to make changes to a CBEDS data file after the data is certified. Instead, CDE provides public access to any modifications submitted by LEAs after the certification date. The full text of this certification and correction Policy is on the Educational Demographics web site at:

<http://www.cde.ca.gov/demographics/datachanges.htm>

Steps CDE will take after receiving a correction letter/memo.

1. Post the name and county district code of the LEA on the website at <http://www.cde.ca.gov/demographics/datachanges.htm>, including the names and county-district-school codes of any specific schools noted in the letter/memo from the LEA.
2. Retain the letter/memo and attachment(s) on file.
3. Provide a copy of the letter/memo and attachment(s) to any person requesting them.

6.3 Process when CDE Corrects Data After Certification

If errors are discovered after the files have been certified and the error was caused by CDE processing of the data, the certified files will be corrected and re-posted on the CDE Internet site.

Modification dates will be clearly marked in the "Downloadable files" section of the Educational Demographics web site and a notification will be included in the "What's New" section of DataQuest. The intent is to minimize the number of times this will happen, and occurrences to date have been rare.

7. CDE & CSIS Support for Production Reporting Requirements

The CDE and CSIS offices will make the following support and requirements information available to LEAs via the Internet:

CDE Documents	Location
CBEDS – CBEDS Administration Manual (year specific)	http://www.cde.ca.gov/demographics/coord/index.html
Aggregate File Creation Parameters for SRRTS, File: PAIF	http://www.cde.ca.gov/demographics/csis/documents.htm
Aggregate File Creation Parameters for SRRTS, File: CDIF	http://www.cde.ca.gov/demographics/csis/documents.htm
Aggregate File Creation Parameters for SRRTS, File: SIF	http://www.cde.ca.gov/demographics/csis/documents.htm
Aggregate Validation Rules for CBEDS	http://www.cde.ca.gov/demographics/csis/documents.htm
LCEN instructions and copies of the form	TBD
Aggregate File Creation Parameters for SRRTS, File: LCEN	TBD

CSIS documents	Location
CSIS — Data Submission Requirements (year and data submission specific)	http://www.csis.k12.ca.us/library/reporting-requirements/
Data Dictionary (year specific)	http://www.csis.k12.ca.us/library/reporting-requirements/
File Format (year specific)	http://www.csis.k12.ca.us/library/reporting-requirements/

The CDE and CSIS will make the following support available for supporting CSIS LEAs:

- CDE program area staff responsible for administering the data collection will be available for answering questions to LEAs.
- For CBEDS, the Education Demographics staff will make the DEA software available for importing CSIS extracts and producing reports from the DEA software. Production districts may contact CDE at (916) 327-0219 for a copy of DEA software. A disclaimer letter will accompany the DEA software indicating that it will not be used to submit data to the CDE.

- For the CBEDS conferences CDE is offering two strands: (1) Non CSIS Districts – New CBEDS Coordinators and (2) CSIS – Parallel Districts for CBEDS and CSIS Coordinators. CBEDS coordinators from Production districts may attend either strand with the understanding that specific production issues will not be the focus of the conference. Production districts will be notified and invited to future conferences. Production districts may contact CDE at (916) 327-0219 if they wish to have staff attend a conference.
- A web based application for identification of expected schools.
- A production guide to assist with the submission of production data through CSIS.

8. Data Submission Production Process

8.1 Overview

The Data Submission process begins with the LEA sending data extract files to CSIS for processing. SRRTS validates and edits the various elements and files. SRRTS will email the CSIS LEA certificate holder the transaction status once the transaction is sent to CSIS for processing. SRRTS will run the transaction through many steps in the following order.

The processes listed below are described to increase the users' understanding of the CSIS State Reporting Process. These backend processes are controlled entirely and automatically by CSIS SRRTS and its operators at CSIS and do not require intervention by the end user.

SRLoad – The SRLoad process commences after the successful send of a complete transaction. If files are submitted to CSIS that do not constitute a complete transaction, the SRLoad process will wait until all files have been submitted, or omitted, and the transaction is in the status of “Received at Destination.” The SRLoad process reads the submitted XML files, segregates the records by record type and sub-type and writes the records to the appropriate tables in the pre-aggregation database housed at CSIS. Following a successful load process the data is available for server validation.

If the SRLoad process has completed and files are later re-submitted through the SEND functionality, the SRLoad process will delete existing data from the pre-aggregation database and re-load all of the files.

SRValidate – SRValidate commences automatically following the successful completion of the SRLoad process. The SRValidate process encompasses three types of validation:

- All validation rules applied during client side validation.
- Additional Server Validation rules that require cross-file validation, directory look-up, or access to the data dictionary.
- Referential integrity validation to ensure that all necessary data for each student and teacher has been included in the transaction.

Each error identified in the server validation process will be listed on the All Files Validation report which can be accessed from the View Status panel. If a record is found to be in error, the SRValidate process will delete the record and all of its dependant records.

SRAggregate – SRAggregate commences after the successful completion of the SRValidate process. The aggregation process will accumulate values for each transaction based a particular set of aggregation rules defined to meet the reporting objectives. Aggregations may be reported at the State, County, District, School or Course Section level. Not all aggregation levels will have rules defined for each submission reason. The aggregates produced will be stored in the Aggregation database. If a file is re-submitted for an aggregated transaction, the aggregated data will be deleted from the Aggregation Database during the SRLoad process.

SRSummary – SRSummary commences following the successful completion of the SRAggregate process. The SRSummary process produces the Server Data Submission Summary Report. Rather than being produced from the detailed submission data, this report is produced from the aggregate values housed on the Aggregation Database. For this reason, the values on the Server Data Submission Summary Report may differ from those presented on the Client Data Submission Summary Report. Both reports are available from the View Status Panel. If the Client Data Submission Summary Report has not yet been produced, it must be produced from the Validation panel in order to be accessible from View Status.

SRTrend – SRTrend commences after the successful completion of SRSummary process. The SRTrend process will perform a series of trend edits to provide a reasonability check of the aggregates produced. The edits are based on rules, as specified by CSIS, that compare the aggregates to other aggregates in the same reporting year and to the same aggregate in previous reporting years. Trend Edit results are reported on the All Files Validation Report available from the View Status panel.

LEA Certify – Following the successful completion of SRSummary (and creation of the Server DSSR), the submission is available for LEA Certification. Certification involves reviewing the Data Submission Summary Report (DSSR) and adding a digital signature to the data. Certification history will display at the bottom of the printed and viewed DSSR. Submissions require two (LEA Data Processor and LEA Superintendent) or more digital signatures but these may be two separate certificates owned by the same person.

In the event that a submission was certified in error, the functionality exists to de-certify the submission.

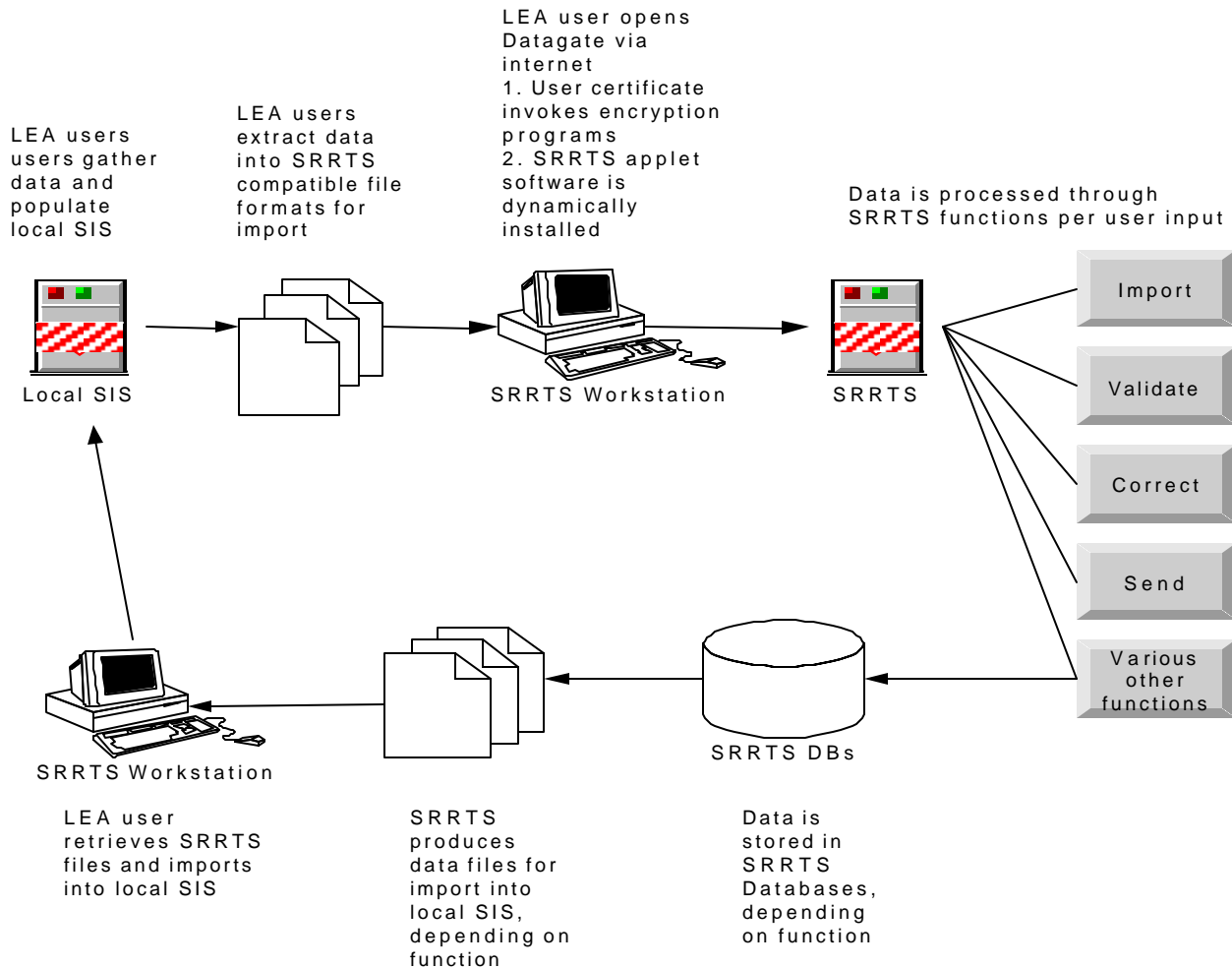
SRReport – SRReport commences after the Superintendent Certification of the submission data. This process creates a series of extract files for the use of the CDE and other agencies such as the Special Education Local Planning Agencies (SELPA's). The extracts are created based on a table driven extract engine that specifies the aggregate and pre-aggregate data that is to be included. The extract data is written to files in formats specified by the receiving agencies. Extracts currently include:

- CBEDS (SIF, PAIF, PAIF-Class Level and CDIF)

8.2 Workflow Chart

Like any software system, SRRTS processes can be analyzed and depicted at varying levels of detail. The purpose of the illustration below is to give the reader a very high level overview of how data is process from SIS to SRRTS and back again

SIS to SRRTS to SIS Process Flow



The following is a narrative of the flowchart noted previously:

1. Review requirement changes for state report submission period.
2. Make adjustments to local SIS in terms of additional data population
3. Make adjustments to SIS extract if necessary
4. Update Translation Tables if necessary
5. Obtain CSIS Student Identifiers for students who do not have one
6. Review Digital Certificate holders – update as necessary
7. Acknowledge submission deadlines
8. LEA submits data to CSIS for processing
9. CSIS processes LEA transaction and generates state report results
10. LEA reviews error reports and state reports results from CSIS
11. LEA corrects data for improved aggregation results
12. LEA informs CSIS in results are in question
13. LEA repeats steps 8-12 until results are acceptable
14. LEA certifies transaction
15. CSIS readies the transaction for CDE batching
16. CDE pulls batches daily
17. CDE posts LEA results to Pre-Certification Web site
18. LEA reviews data on CDE Pre-Certification web site
19. LEA agrees with results on Pre-Cert web site – no further action
20. LEA disagrees with Pre-Cert web site results will correct data and re-submit transaction through CSIS for improved results
21. LEA repeats steps 14- 20 until satisfied with results

8.3 Report Generation

CSIS will provide report results for state reporting submissions to enable the LEA to view report results before certifying transaction. CSIS will provide error reports and state reports for LEA review.

9. Expectations

- CSIS and CDE expect the Production LEAs to submit data in a timely manner to meet the deadlines set forth for each state reporting period.
- Each LEA must review the Milestone calendar published on the CSIS web site to view the agreed upon timelines for a given submission cycle.
- CSIS expects the LEA to allow for ample time to perform sufficient error correction and review of aggregate report results so that the LEA may Certify their submission on time.
- CSIS expects the LEA to address all errors and warning messages before certifying their transaction.

10. Roles and Responsibilities

LEA will be responsible for:

- understanding data requirements
- keeping current with SRRTS changes and data population in local SIS
- submitting data extracts to CSIS
- performing error correction
- performing report analysis
- checking aggregate results for accuracy
- certifying transaction for CDE
- requesting the DEA software from CDE if desired
- notifying CDE and CSIS of problem meeting submission deadlines

CSIS will be responsible for:

- maintaining SRRTS environment in order to process LEA transactions accurately for state reporting
- informing LEAs and CDE of changes to SRRTS
- processing LEA transactions in a timely manner
- developing data management requirements with CDE
- training LEA and CDE on SRRTS functionality
- producing documentation on SRRTS functionality
- providing support services to the LEAs regarding any CSIS activity
- performing acceptance testing on SRRTS changes
- communicating with LEAs on matters that impact the LEAs
- monitoring job queues
- reporting to Fiscal Agents on LEA progress
- responding to data inquiries to assist LEA in analyzing aggregation results.

CDE will be responsible for:

- producing Aggregation Rules, Aggregate Validations Rules
- setting reporting requirements
- providing CSIS with Change Requests when a change is required
- establishing reporting deadlines
- developing data management requirements with CSIS
- posting LEA data to the Pre-Certification web site
- maintaining list of expected schools for each LEA
- certifying submission once deadline is met
- posting certified data to Dataquest
- accepting state report amendments from LEAs in writing when appropriate.

11. Superintendent Certification

All state reporting submissions to CDE must be signed by the district superintendent. This is done electronically in CSIS with digital certificates. A state report transaction can not be sent to CDE until the transaction has been Superintendent certified. Each LEA is responsible to update the Superintendent certificate when a new superintendent is hired. The LEA is also responsible for requesting CSIS to revoke certificates should the individual owning the certificate vacate the role.

11.1 CDE Pre-Certification Web Site

CDE will post certified CDIF and SIF CSIS data submissions to a Pre-Certification web site. It is the LEA's responsibility to review their data before CDE finalizes the submission. The Pre-Certification web site is available from 11/30/2002 through 1/17/2003.

Note: Prior to 11/30/2002, the Pre Certification option will not appear on the CBEDS coordinator web site.

After 1/17/2003 the Pre Certification web site will be taken offline. This is the only means the Production LEAs have to review their data at CDE before CDE certifies it.

The pre certification web site is accessible through the CBEDS coordinator web site located at http://data1.cde.ca.gov/dataquest/coord_login.asp. At CBEDS the coordinator web site, after selecting the "Pre Certification" option, entering your district's password, and selecting the "submit" button, your district's CDIF and SIF data will be displayed. If you have any questions or experience any problems with the Pre-Certification web site from 11/30/2002 through 1/17/2003, contact the Education Demographics Office at (916) 327-0219.

12. Communication

CSIS will coordinate weekly Fiscal Agent conference calls to update FA on consortia status and new activity at CSIS. CSIS will utilize the CSIS web site to post documents, will use emails and phone calls to contact individual LEAs or all LEAs depending on the subject matter. LEAs are encouraged to contact the CSIS Support Help Desk should they have any questions or experience any problems.

13. Timelines

The tables below outline the key activities for LEAs, CSIS, and CDE staff participating in the Fall 2002 CSIS Production Process and the Spring 2003 Comparability process.

	Production LEAs (The tasks below are to be completed by all LEAs certified by the CDE to submit CBEDS reports through CSIS only.)	Start Date	End Date
1	Production LEAs develop and complete a checklist based on the Comparability Agreement prior to Fall 2002 submission to CSIS as appropriate. <i>Step #1 is strongly suggested for all CSIS Production LEAs who have Comparability Agreements.</i>	9/15/02	10/07/02
2	Production LEAs submits Fall 2002 production CBEDS data to CSIS for submission to CDE.	10/7/02	11/22/02
3	Last day for Production LEAs to certify (Superintendent Role) complete set of Fall 2002 production CBEDS data files for submission to CDE.		11/22/02
4	Last day for CDE to receive complete set of Fall 2002 production CBEDS data files from CSIS for all CSIS Production LEAs . All data received will have passed all CSIS validation tests and procedures.		11/30/02
5	LEA reviews CDIF and SIF data as received and posted on CDE pre-certification web-site. LEA submits Fall 2002 production CBEDS data modifications through CSIS for submission to CDE.	11/30/02	1/17/03
6	Last day for Production LEAs to certify (Superintendent Role) all Fall 2002 production CBEDS data modifications for submission to CDE.		1/17/03
7	Last day for CDE to receive all final CSIS Fall 2002 production		1/31/03

	Spring 2003 Data Submission: (The tasks below are to be completed by <i>all</i> LEAs performing dual submissions for the purpose of comparability testing/certification)	Start Date	End Date
1.	Implement SIS modifications for CSIS Spring 2003 Submission	11/18/02	3/3/03
2.	Vendors and Fiscal Agents conduct training on SIS modifications. Check with Fiscal Agent for exact date(s).	1/02/03	3/3/03
3.	CSIS trains LEAs on State Reporting for Spring 2003 Submission. Check with Fiscal Agent for exact date(s).	2/18/03	3/3/03
4.	LEAs populate Spring Translation Table data into maintenance screen on CSIS DataGate.	2/18/03	3/3/03
5.	LEAs populate data required for Spring 2003 Submission. Documentation is found on CSIS Website http://www.csis.k12.ca.us/library/reporting-requirements/	2/18/03	4/18/03
6.	LEAs transmit Spring Submission data to CSIS. Five files include: INST, PROG, DEMO, ENRA, STAF Most LEAs require multiple iterations of submission before they are ready to certify an initial set for parallel testing.	3/3/03	4/29/03
7.	LEA Superintendents certify Spring 2003 Submission data using Superintendent Role certificate.	4/29/03	6/15/03
8.	CSIS sends initial data set to CDE for the purpose of Comparability testing. CSIS cannot send data to the CDE unless it has been certified by the LEA with the Superintendent Role certificate.	4/29/03	6/30/03
9.	CDE Comparability approval/denial sent to LEAs & CSIS	7/1/03	7/15/03

14. Data Submission Production Process Contingencies – Interim Policies

In the event that a LEA is unable to submit data required for state reporting by the date specified in the milestone and activities calendar as the last day for Production LEAs to certify data files for submission to CDE, the LEA must contact CSIS and CDE to develop a plan for submitting data to CDE.

14.1 Changing Method of Data Submission

All schools in a district must submit state reporting data using the same method (CSIS or Traditional). The only exception is non-participating charter schools. If a LEA intends to change the method of submitting data to the CDE, the LEA must contact CSIS and CDE to develop a plan for submitting data to CDE.

14.2 Participation in All Data Submissions

Districts transitioned to CSIS are expected to participate in all CSIS Data Submissions. For example; a district can not submit Fall data using CSIS, and Spring data the traditional way. If for any reason an LEA can not submit data for all submissions that have been transitioned to CSIS, the LEA must contact CSIS and CDE to develop a plan for submitting data to CDE.

14.3 Production LEA Changing the Student Information System (SIS)

Production LEAs electing to move from one CSIS Supported SIS Vendor to another CSIS Supported SIS Vendor, should notify the Education Data Office. The LEA Superintendent (or designee) must do this in writing. The letter should indicate the new software system to be implemented, and include the superintendent's assurance that the district has taken appropriate steps to ensure the CSIS extracts are accurate.

In an effort help LEAs ensure accuracy of state reporting data, the CDE will allow LEAs to submit data early and view the results on the CDE Website. This is a voluntary option. LEAs that wish to take advantage of this option should contact the CDE.